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GUIDE FOR PRESENTING IMPROVEMENTS IN
10-Hour Job Methods Training Session
Office of Distribution
Personnel Division

I. PREPARATION (To be done in your own office)

- A. Select a job from your own unit for questioning and improvement.
 - 1. The improvement must be new - no past history.
 - 2. The demonstration should not take more than 20 minutes.
- B. Make a Breakdown of the job as it is now being done by listing all the details.
- C. Question every detail on Breakdown Sheet,
 - 1. Question "Why" and "What" to Eliminate.
 - 2. Question "When", "Where", and "Who" to Combine and Rearrange.
 - 3. Question "How" to Simplify - Refer to JMT card.
- D. Make a Breakdown of the New Method - List all details.

II. PRESENTATION (In the session - 20 minutes)

Bring to the Session:

- 1. Breakdown of the new method - copies for each member of group.
- 2. Breakdown of the old method - copies for each member of group.
- 3. Samples, supplies, equipment necessary to demonstrate the operations. (Blackboard may be used.)

A. Present the Old Method.

- 1. Name the job you are going to present.
- 2. Explain the setting, arrange charts and diagrams.
- 3. Set up equipment to be used.
- 4. Distribute copies of Breakdown.
- 5. Read Breakdown.
- 6. Demonstrate the job as now performed.

B. Present the New Method.

- 1. Explain exactly how you used the questions under Step II to develop your New Method (IC.1, 2, 3 above).
- 2. Distribute the Breakdown of New Method.
- 3. Summarize improvements in terms of percentage of manpower, materials, and equipment saved. If possible, compute savings in terms of man-years and dollars.

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